

January 6, 2004

MEMORANDUM TO: Ann Norris
Office of the Chief Financial Officer

FROM: Michael T. Lesar, Chief signed by Alzonía Shepard for **//RA//**
Rules and Directives Branch
Division of Administrative Services
Office of Administration

SUBJECT: REVIEW OF DRAFT PROPOSED RULE, "REVISION OF FEE
SCHEDULES; FEE RECOVERY FOR FY 2004" (RIN AH37;
PARTS 170 AND 171)

The Office of Administration has reviewed the subject rulemaking and we have attached a marked copy of the rule that presents our comments.

We have forwarded a copy of the proposed rule to the Records Management Branch, Office of the Chief Information Officer, for their comment and concurrence concerning the paperwork management aspects of this rulemaking action. We have requested that they respond directly to you.

When this document is forwarded for signature and publication, please have a member of your staff include a 3.5-inch diskette that contains a copy of the document in WordPerfect as part of the transmittal package. The diskette will be forwarded to the Office of the Federal Register and the Government Printing Office for their use in typesetting the document. Also, please include a copy of the Congressional letters on a diskette. This diskette will be forwarded to the Office of Congressional Affairs. Please provide the ADAMS accession numbers for the rule and Congressional letters. Also, please give RDB:DAS:ADM owner rights in the ADAMS profile for each document.

A Regulatory History must be created for this proposed rule once it has been published in the Federal Register. The Regulatory History should be created in ADAMS. In the profile of each document related to the Regulatory History, use the Regulation Identifier Number (RIN) as the Case/Reference Number (RIN-AH37). This will make it easier to combine all the documents into a folder under ADAMS once the proposed rule has been published.

If you have any questions concerning this matter, please have a member of your staff contact Betty K. Golden at 415-6863 (BKG2), or me at 415-7163 (MTL).

Attachments: As stated

Distribution: RDB SUBJ BGOLDEN MLESAR RAPFILE

RDB:DAS:ADM RDB:DAS:ADM
BGOLDEN MLESAR AWS for
1/6/04 1/ 6 /04